

**STATEMENT OF WORK**  
**For**  
**Courier Services**

**A. GENERAL:**

The C.W. Bill Young VA Medical Center (VAMC) intends to award a firm fixed priced IDIQ requirements contract to the responsible offeror, who is the lowest priced technically acceptable, for on demand courier service between the Pharmacy at C.W. Young (VAMC) at 10,000 Bay Pines Blvd. St. Petersburg, FL 33744 and identified Clinics, State Nursing Homes and various local facilities

**B. SCOPE**

The Contractor shall provide on demand courier service between the Pharmacy at C.W. Bill Young VA Medical Center (VAMC) at 10,000 Bay Pines Blvd. St. Petersburg, FL 33744 and identified Clinics, State Nursing Homes and various local facilities.

*I. CLINICS*

1. Palm Harbor CBOC, 35209 US Highway 19 North, Palm Harbor, FL 34684 (727) 734-5276. Estimated delivery: 1 per year.
2. South St. Pete CBOC, 840 Dr. MLK JR, Street N, St Petersburg, FL 33705. Estimated delivery: 2 per year.
3. Sarasota CBOC, 5682 Bee Ridge Road, Sarasota, FL 34233. Estimated delivery: 2 per year.
4. Bradenton CBOC, 5520 S. R. 64, Bradenton, FL 34208 Estimated delivery: 2 per year.
5. Sebring CBOC, 3760 US Highway 27, S, Sebring, FL 33870. Estimated delivery: 2 per year.

*II. CBOCs*

6. Port Charlotte CBOC, 4161 Tamiami Trail, Suite 401, Port Charlotte, FL 33952. Estimated delivery: 2 per year
7. Lee County HC, 2489 Diplomat Parkway East Cape Coral, FL 33909. Estimated delivery: 15 per year
8. Naples CBOC, 2685 Horseshoe Drive, Suite 101, Naples, FL 34104. Estimated delivery: 2 per year

**III. Veterans State Nursing Homes:**

Douglas T. Jacobson Veterans' Nursing Home, 21281 Grayton Terrace, Port Charlotte, FL 33954 (941) 613-0919 - POC: Amanda Beverly and Denise Peters.

Estimated delivery: 100 per year

Courier Services will provide pick-up and delivery of packages containing medication and/or medical supplies.

**IV. Miscellaneous Local Facilities:**

1. Palms of Pasadena Hospital, 1501 Pasadena Avenue South, St. Petersburg, FL 33707, (727) 381-1000. Estimated delivery: 20 per year
2. Morton Plant Hospitals, 300 Pinellas Street, Clearwater, FL 33756 – (727) 462-7000; 6600 or Madison St., New Port Richey, FL 34652 – (727) 842-8468. Estimated delivery: 4 per year
3. McKesson, 1515 Kendrick Lane, Lakeland, FL 33805 (813) 784-3064. Estimated delivery: 2 per year
4. Various local hospitals and patient residencies. Estimated delivery: 31 per year

**C. CONTRACTOR RESPONSIBILITIES:**

The contractor shall meet the minimum requirements below:

- a) The Contractor shall possess all necessary licenses and/or permits required to perform this work. Contractor and Contractor personnel shall use reasonable precautions to protect persons and property from injury or damage during the performance of this requirement.
- b) The Contractor shall be responsible for any injury to contractor and/or contractor's employees, as well as for any damage to personal or public property that occurs during the performance of the resulting contract that is caused because of contractor or contractor employee's negligence.
- c) The contractor shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of Florida.
- d) All couriers transporting items under the resulting contract shall have two-way radios, cellular phones and/or pagers for communication purposes.
- e) Vehicles used in the performance of this contract shall be licensed and meet all minimum vehicle requirements as mandated by the State of Florida.

- f) Proper temperature shall be maintained in all vehicles to preserve all sensitive items, but not limited to medical supplies, pharmaceuticals, specimens and films. All vehicles shall have heating and air conditioning to maintain a temperature between 65 and 85 degrees Fahrenheit. Damages that occur due to improper temperature controls, rough handling and/or negligence will be levied against the contractor.

#### **D. DELIVERY**

Services shall be furnished on an as needed basis. Services may be required 24 hours per day, seven days per week including holidays. The contractor shall provide all manpower, equipment, vehicles, fuel, materials and supplies and supervision necessary to perform all tasks.

#### **E. CONTRACTOR PERSONNEL**

The contractor shall ensure employees meet the minimum requirements listed below:

- a) Contractor employees shall conduct themselves in a businesslike manner and meet qualifications required by Federal, State, County and local government entities for Courier Service required by this SOW.
- b) The contractor shall be responsible to ensure employees providing work are fully trained and completely competent to perform the required work.
- c) All drivers shall have a valid Operator's License issued by the State of Florida Department of Transportation.
- d) All drivers shall have attained legal age (the age of 18 years) and shall maintain neat, clean and professional appearance

#### **F. PRICING:**

The successful offeror shall provide all vehicles, gasoline, insurance, personnel and directional materials necessary to accomplish pickup/delivery services.

Contractor shall consolidate delivery, mileage, and fuel into one unit cost, however, a price break out shall be provided to the government for comparison to market prices for price reasonableness. Option year pricing is subject to revision based on current prices at the time of notification of the governments Intent to Extend an Option.

#### **G. PERIOD OF PERFORMANCE:**

The Period of Performance is a base year beginning October 1, 2016 through September 30, 2017; with 4 one year options.

#### **H. CONTRACT ADMINISTRATION DATA:**

The Contractor shall communicate with the Contracting Officer Representative (COR) on all matters pertaining to the resulting contract; however, only the Contracting Officer is authorized to make commitments or issue changes, which will affect price, quantity or quality of performance of the resulting contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in contract price to cover any increase in costs incurred as a result thereof.

**I. IDENTIFICATION, PARKING, SMOKING AND VA REGULATIONS:**

The Contractor's personnel shall wear visible identification at all times while on the premises of the VAHCS. It is the responsibility of the Contractor to park in the appropriate designated parking areas. Information on parking is available from the VA Police Service. The VA shall not invalidate or make reimbursement for parking violations of the Contractor under any conditions. Smoking is prohibited inside any buildings of the VAHCS. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Violation of VA regulations may result in citation answerable in the United States (Federal) District Court, not a local district, State or Municipal court.

**J. PAYMENT:**

The Contractor shall submit payments as described in the resulting contract.

**K. EVALUATION**

The Government will award a firm fixed priced Requirements contract to the responsible offeror who is the lowest priced technically acceptable. In order to be rated Technically Acceptable all technical factors shall be rated as pass. Offeror shall demonstrate their ability to meet these factors with their offer in accordance with Paragraphs I-III below, and offers shall meet the minimum qualifications below in order to be evaluated. Technical acceptability is rated as pass or fail based on the following:

- I. Technical
  - a) Management Plan: In order to be considered acceptable for award, the offeror shall provide a detailed plan of how the contract will perform Pharmacy Courier transporting. An acceptable profile shall at a minimum include:
    - i. Identify Key Personnel
    - ii. Position, responsibility, and experience of Key Personnel
    - iii. Plan for 24/7 plus holiday delivery for all designated locations
    - iv. Outline secure delivery and tracking of Narcotics and high risk medications
    - v. Copies of training for HIPPA and PHI
  - b) Vehicle List: All vehicles shall be registered in the State of Florida at the time of award, and shall meet all specifications as required in accordance with the State of Florida. An acceptable Vehicle List shall at a minimum provide:

- i. List of vehicles, make, model, and year
- ii. Number vehicles dedicated to the requirement
- iii. Copies of licenses/permits to transport Pharmaceutical products.
- iv. Copies of insurance for protection of persons, damage of personal and/or public property, and negligence.

Or

- v. Company certification that the contractor has and shall maintain the required licenses and permits required throughout the term of an awarded contract.

## II. Past Performance

- a) The offeror shall provide a minimum of three past performance references for work similar in cost and technical scope. Past performance references shall identify the agency name, point of contact, phone number, contract or delivery order number, a brief scope of contract, and contract value. The past performance shall have occurred within the last 5 years of the date of submittal.

An acceptable past performance reference shall show a list of (3) current references with the following information:

- a. Contractor's name
- b. Facility address and telephone number
- c. Point of contact
- d. Contract number, value, award date and completion date
- e. Description of the requirement
- f. Any subcontractors must be listed. Specify, if no subcontractors will be used.
- g. Contact person and phone number of the past performance contact
- h. Fax number and email address of past performance reference if applicable

Offerors with no relevant past performance or whom information is not available, shall not be evaluated favorably or unfavorably on past performance.

## III. Price